



South Dakota Board of Nursing

South Dakota Department of Health
722 Main Street, Suite 3; Spearfish, SD 57783
(605) 642-1388; Fax: (605) 642-1389; www.state.sd.us/doh/nursing

Nurse Aide Application for Re-Approval of Training Program

All Nurse Aide (NA) Training Programs in South Dakota must be approved by the South Dakota Board of Nursing pursuant to ARSD 44:04:18:15. Approval status is granted for a two-year period. Written approval or denial of approval will be issued within 90 days after receipt of the application. Send completed application and supporting documentation to:

South Dakota Board of Nursing
722 Main Street, Suite 3
Spearfish, SD 57783

Name of Institution: Sanford Vermillion Care Center
Address: 125. South Walker St, Vermillion, SD, 57069
Phone Number: 605-638-8434 Fax Number: 605-638-8418
E-mail Address of Faculty: Cristeen.Skogsberg@sanfordhealth.org

Select option(s) for Re-Approval:

- ☐ Request re-approval *without* changes to program coordinator, primary instructor, supplemental personnel or curriculum
1. List personnel and licensure information
 2. Complete evaluation of the curriculum
- ☒ Request re-approval with faculty changes and/or curriculum changes
1. List personnel and licensure information, attach curriculum vitas, resumes, or work history for new personnel
 2. Complete evaluation of the curriculum
 3. Submit documentation to support requested curriculum changes

1. List Personnel and Licensure Information:

Program Coordinator must be a registered nurse with 2 years nursing experience, at least one of which is in the provision of long-term care services. The Director of Nursing (DON) may serve simultaneously as the program coordinator but may not perform training while serving as DON. (ARSD 44:04:18:10)

Name of Program Coordinator	RN LICENSE			
	State	Number	Expiration Date	Verification (Completed by SDBON)
<u>Gayle Matzke</u>	<u>SD</u>	<u>R029421</u>	<u>2012-2/25/14</u>	<u>SD-THE</u>

- ☐ If requesting new Program Coordinator, attach curriculum vita, resume, or work history

Primary Instructor must be a licensed nurse (RN or LPN) with 2 years nursing experience, at least one of which is in the provision of long-term care services. The primary instructor is the actual teacher of course material. (ARSD 44:04:18:11)

Name of Primary Instructor	RN OR LPN LICENSE			
	State	Number	Expiration Date	Verification (Completed by SDBON)
<u>Cristeen Skogsberg</u>	<u>SD</u>	<u>R033065</u>	<u>2/13 2/16/15</u>	<u>SD-THE</u>

- ☐ If requesting new Primary Instructor, attach curriculum vita, resume, or work history, and attach documentation supporting previous experience in teaching adults within the past five years or documentation of completing a course in the instruction of adults.

Supplemental Personnel may assist with instruction, they must have one year of experience in their respective field of practice, i.e. additional licensed nurses, social worker, physical therapist. (ARSD 44:04:18:12) If requesting new Supplemental Personnel, attach curriculum vita, resume, or work history.



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Supplemental Personnel & Credentials	LICENSURE/REGISTRATION			
	State	Number	Expiration Date	Verification (Completed by SPBON)
Debbie Hansen	SD	P008032	10/13 - 6/27/13	Complete

2. **Complete Evaluation of the Curriculum:** Indicate compliance relative to each standard during the previous two years. Explain any "no" responses on a separate sheet of paper. (Pursuant to ARSD 44:04:18 07, the Department of Health may conduct an unannounced on-site visit to determine compliance with requirements.)

Standard	Yes	No
• Program was no less than 75 hours.	✓	
• Provided minimum 16 hours of instruction prior to students having direct patient contact.	✓	
• Provided minimum 16 hours of supervised practical instruction; instructor ratio did not exceed 8 students for one instructor.	✓	
• Provided instruction on each content area (see ARSD 44:04:18:15):	✓	
• Basic nursing skills	✓	
• Personal care skills	✓	
• Mental health and social services	✓	
• Care of cognitively impaired clients	✓	
• Basic restorative nursing services	✓	
• Residents' rights	✓	
• Students did not perform any patient services until after the primary instructor found the student to be competent	✓	
• Students only provided patient services under the supervision of a licensed nurse	✓	
• Your agency maintains a 75% pass rate of students on the competency evaluation (written and skills exam taken through the SD Healthcare Association).	✓	

3. **Submit Documentation to Support Requested Curriculum Changes:**

Name of Course (if applicable): American Health Care Association - Hawthorn nurse Assistant.

A variety of teaching methods may be utilized in achieving the classroom instruction such as independent study, video instruction, and online instruction.

- ☒ Submit reference list of teaching materials utilized (include name of book or resource, publisher, publication date, etc).

Submit documentation that supports requirements listed in ARSD 44:04:18:15, including:

- ☒ Behaviorally stated objectives with measurable performance criteria for each unit of curriculum
- ☒ Curriculum, objectives and agenda documenting the requirements for the minimum 75 hour course as follows:
- ☒ A minimum of 16 hours of instruction prior to student having direct patient contact; the 16 hours must include:
 - ☒ Communication and interpersonal skills, infection control, safety/emergency procedures, promoting residents' independence, respecting residents' rights.
 - ☒ A minimum of 16 hours of supervised practical instruction with enough instructors to ensure safe and effective care; the instructor ratio may not exceed eight students for one instructor.
 - ☒ Instruction in each of the following content areas (see ARSD 44:04:18:15 for more detail):
 - ☒ Basic nursing skills (including documentation) including: vital signs; height and weight; client environment needs; recognizing abnormal changes in body functioning and the importance of reporting such changes to a supervisor; and caring for dying clients;
 - ☒ Personal care skills, including: bathing; grooming, including mouth care; dressing; toileting; assisting with eating and hydration; feeding techniques; skin care; and transfers, positioning, and turning;



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- ☒ Mental health and social services, including: responding appropriately to behaviors; awareness of developmental tasks associated with aging process; respecting personal choices and preserving client dignity, and recognizing sources of emotional support;
- ☒ Care of cognitively impaired clients, including: communication and techniques for addressing unique needs and behaviors;
- ☒ Basic restorative nursing services, including: self-care; use of assistive devices in transferring; ambulation, eating, and dressing; range of motion; turning and positioning in bed and chair; bowel and bladder care and training; and care and use of prosthetic and orthotic devices;
- ☒ Residents' rights, including: privacy and confidentiality; self-determination; reporting grievances and disputes; participating in groups and activities; security of personal possessions; promoting an environment free from abuse, mistreatment, and neglect and requirement to report; avoiding restraints.

Program Coordinator Signature: _____

Arden Vosberg

Date: _____

5-22-12

This section to be completed by the South Dakota Board of Nursing

Date Application Received: 5/22/12	Date Application Denied:
Date Approved: 6/1/12	Reason for Denial:
Expiration Date of Approval: June 2014	
Board Representative: South RN	
Date Notice Sent to Institution: 6/1/12	

I have been working as a Registered Nurse since August 1997. I worked at Sioux Valley Vermillion Care Center LTC in Vermillion SD from August 1997 to Jan 1998 as a Floor nurse and charge nurse. I then worked at Sunset Manor LTC Center in Irene SD, from Jan 1998 to August 2006 as a charge nurse, MDS Coordinator and Assistant Director of Nursing. I then came to work at Sanford Vermillion Care Center LTC facility in Vermillion SD August 2006. My role being Charge Nurse, MDS Coordinator and Assistant Director of Nursing. I took over role as Director of Nursing on December 5th 2011.

Thanks

Gayle Matzke

So
Reviewed
5/31/12



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Nurse Aide

Application for Curriculum Changes to a Currently Approved Training Program

Approved programs must submit, within 30 days after a change, any substantive changes made to the program during their 2-year approval period. Written approval or denial of a requested change will be issued within 90 days after receipt of the application. Send completed application and supporting documentation to:

South Dakota Board of Nursing
722 Main Street, Suite 3
Spearfish, SD 57783

Name of Institution: Sanford Vermillion Care Center

Address: 125 S. Walker St, Vermillion, SD, 57069

Phone Number: 605-638-8434 Fax Number: 605-638-8418

E-mail Addresses of Primary Coordinator and/or Instructor: Cristeen.Skossberg@sanfordhealth.org

List Personnel and Licensure Information:

Program Coordinator must be a registered nurse with 2 years nursing experience, at least one of which is in the provision of long-term care services. The Director of Nursing (DON) may serve simultaneously as the program coordinator but may not perform training while serving as DON. (ARSD 44:04:18:10)

Name of Program Coordinator	RN LICENSE			
	State	Number	Expiration Date	Verification (Completed by SDBON)
<u>Gaye Matzke</u>	<u>SD</u>	<u>R029421</u>		<u>SD</u>

☐ If requesting new Program Coordinator attach curriculum vita, resume, or work history

Primary Instructor must be a licensed nurse (RN or LPN) with 2 years nursing experience, at least one of which is in the provision of long-term care services. The primary instructor is the actual teacher of course material. (ARSD 44:04:18:11)

Name of Primary Instructor	RN OR LPN LICENSE			
	State	Number	Expiration Date	Verification (Completed by SDBON)
<u>Cristeen Skossberg</u>	<u>SD</u>	<u>R033065</u>		<u>SD</u>

☐ If requesting new Primary Instructor attach curriculum vita, resume, or work history, and attach documentation supporting previous experience in teaching adults within the past five years or documentation of completing a course in the instruction of adults.

Supplemental Personnel may assist with instruction, they must have one year of experience in their respective field of practice, i.e. additional licensed nurses, social worker, physical therapist. (ARSD 44:04:18:12) If requesting new Supplemental Personnel attach curriculum vita, resume, or work history.

Supplemental Personnel & Credentials	LICENSURE/REGISTRATION			
	State	Number	Expiration Date	Verification (Completed by SDBON)
<u>Dorrie Hansen</u>	<u>SD</u>	<u>P02032</u>	<u>6/13</u>	<u>SD</u>



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Submit Documentation to Support Requested Curriculum Changes:

Name of Course (if applicable): American Health Care Association-How to be a Nurse Assistant *do*

A variety of teaching methods may be utilized in achieving the classroom instruction such as independent study, video instruction, and online instruction.

☒ Submit reference list of teaching materials utilized (include name of book or resource, publisher, publication date, etc).

Submit documentation that supports requirements listed in ARSD 44:04:18:15, including:

☒ Behaviorally stated objectives with measurable performance criteria for each unit of curriculum

☒ Curriculum, objectives and agenda documenting the requirements for the minimum 75 hour course as follows:

Chpt: 4, 7, 9, 10, 20 ☒ A minimum of 16 hours of instruction prior to student having direct patient contact; the 16 hours must include: Communication and interpersonal skills, infection control, safety/emergency procedures, promoting residents' independence, respecting residents' rights.

☒ A minimum of 16 hours of supervised practical instruction with enough instructors to ensure safe and effective care; the instructor ratio may not exceed eight students for one instructor.

☒ Instruction in each of the following content areas (see ARSD 44:04:18:15 for more detail):

Chapter 13 ☒ Basic nursing skills (including documentation) including: vital signs; height and weight; client environment needs; recognizing abnormal changes in body functioning and the importance of reporting such changes to a supervisor; and caring for dying clients;

Chapter 16 ☒ Personal care skills, including: bathing; grooming, including mouth care; dressing; toileting; assisting with eating and hydration; feeding techniques; skin care; and transfers, positioning, and turning;

Chapter 23 ☒ Mental health and social services, including: responding appropriately to behaviors; awareness of developmental tasks associated with aging process; respecting personal choices and preserving client dignity, and recognizing sources of emotional support;

Chapter 7 ☒ Care of cognitively impaired clients, including: communication and techniques for addressing unique needs and behaviors;

Chapter 27 ☒ Basic restorative nursing services, including: self-care; use of assistive devices in transferring; ambulation, eating, and dressing; range of motion; turning and positioning in bed and chair; bowel and bladder care and training; and care and use of prosthetic and orthotic devices;

Chapter 15 ☒ Residents' rights, including: privacy and confidentiality; self-determination; reporting grievances and disputes; participating in groups and activities; security of personal possessions; promoting an environment free from abuse, mistreatment, and neglect and requirement to report; avoiding restraints.

Program Coordinator Signature: *Christine W. S. S.*

Date: 5-22-12

This section to be completed by the South Dakota Board of Nursing

Date Application Received: <u>5/22/12</u>	Date Application Denied:
Date Approved: <u>6/1/12</u>	Reason for Denial:
Expiration Date of Approval: <u>June 2014</u>	
Board Representative: <u><i>John Kent</i></u>	
Date Notice Sent to Institution: <u>6/1/12</u>	

May 22, 2012

Stephanie Orth, MS, RN
Nursing Program Specialist
South Dakota Board of Nursing
722 Main St, Suite 3
Spearfish, SD, 57783

Dear Ms. Orth:

Following is a brief summary of the Sanford Vermillion Care Center's CNA training course and facilities.

I. Course Overview

- An orientation is given to all newly employed nurse aides, certified and non-certified. All new employees are also scheduled for Sanford Vermillion Medical Center General Orientation and CPR class (if not already certified) at the earliest next scheduled date. See attached copy of agenda/education provided at General Orientation.
 1. 75 hour course by Primary Instructor using American Health Care Association: How to be a Nurse Assistant, at the Sanford Vermillion Medical Center. (Upon approval of this new program).
 - A. 51 hours of classroom instruction / clinical lab (AHCA: How to be a nurse assistant textbook and DVD. Supplemental DVD (see attached list).
 - B. 24 hours of clinical unit provided by SVCC Orienting with staff (upon completion of competency checklist) supervised by a Registered Nurse or Licensed Practical Nurse
 2. Initial 16 hours of classroom curriculum using the AHCA: How to be a nurse assistant chapters 4,7,9,10,20 for education including: Communication and interpersonal skills, Infection Control, Safety and Emergency Procedures, Promoting independence and Resident Rights. Videos: Falls Prevention, Communication with residents and their families and Resident rights per list. / instructor implemented. 16 hours of clinical skills occur immediately after initial 16 hours using textbook chapters 15,16,17,18 and 27 as well as the AHCA: How to be a nursing assistant DVD of clinical skills. A checklist of clinical skills is filled out to provide documentation of skills training prior to orientation with Certified Nursing Assistants.
 3. Instructor to student ratio for the clinical skill portion is 1:1 or 1:2 preferably, never greater than 1:5.
 4. The clinical skills training is administered by the primary instructor or an experienced registered/licensed nurse.
 5. Testing will be done through Headmaster with on-site written and skills testing.

II. Learning Environment

AHCA: How to be a Nurse Assistant textbook and DVD's will be taught in the training / classroom on the 3rd floor of the vacated Hospital. The room will contain tables and chairs to provide a classroom environment. It will also include a TV / VCR. A portion of the room will be

used as the clinical skills lab and will include a hospital bed, personal care items, wheelchairs, restraints, isolation equipment, B/P cuff and stethoscope and other equipment required to practice skills. The room also has a hand washing sink, is air conditioned and provides adequate lighting.

III. Program Coordinator / Primary Instructor Qualifications.

1. The Program Coordinator is Gayle Matzke, RN, DON. She has worked as a registered nurse since August of 2007. She worked at the Sanford Vermillion Care Center from August 1997 to Jan 1998 as a floor nurse and charge nurse. She then worked at Sunset Manor in Irene, SD, from Jan 1998 to August 2006 as a charge nurse, MDS coordinator and Assistant Director of Nursing. She came back to the Sanford Vermillion Care Center in August 2006. Since that time, she has worked as a charge nurse, MDS coordinator and ADON. She has been DON since Dec of 2011.
2. The Primary Instructor is Cristeen Skogsberg. She has worked at the Care Center as a RN since May 2003. She completed "Train the Trainer" Video Workshop Series Program in May of 2005. Cristeen has worked as a CNA at the Mickelson Center for the Neurosciences, and as a dietary aide in the past.
3. Secondary instructors include Debbie Hanson. Debbie has worked as a LPN since 1990. Prior, she was a C.N.A for 5 years. Debbie completed the "Train the Trainer" Video workshop in 2006. She has experience with teaching the clinical skills on the floor. Debbie started her role as a charge nurse at the care center in 2007.
4. No clinical skills training is done by persons other than Registered Nurses and LPN's with a minimum of 1 year long term care experience.

If you have any questions please contact us at 605-624-2611 ext. 421, or directly to the Care Center at 605-638-8421.

Sincerely,

Gayle Matzke, RN, DON

*Reviewed
5/29/12
SD*